

## IQAC MEETING

**Date: 03 December 2019**

**Agenda: Development related plans for the college during the session 2019-20.**

At the commencement of new academic session 2019-20, a meeting was held among the IQAC members to discuss and review the development related plans and practices to be followed in the current academic session 2019-20. Following are minutes of the meeting:

- Computer certificate course has been launched.
- More fans were added in the covered area of stage.
- Students of B.Com and P.G. courses have been given the facility to pay the fee in the two easy installments.
- New books were added to the stock of library.
- Time table was discussed and finalized
- The need to link library with infibnet was emphasized.
- Seminars on institutional level were emphasized.
- Emphasis on feedback to students on their performance was given.
- It was discussed that peer teaching should be encouraged.
- The need to prepare a few bright students to take classes in the absence of teachers was very much felt.
- Regular faculty seminars and workshop at institutional level as well as at U.G.C. level.
- The inter-disciplinary approach of teaching needs to be more effective in the college.
- Encourage the use of ICT in teaching –learning process.
- Language Lab to improve communication skills in the students.
- Field trips, industrials visits, guest lectures and enhance student support services.
- Organize gender sensitization programs, orientation and lectures on women development.
- To equip the institution with few more LCD projectors.
- At least minimum two smart classes are to be installed for B.Ed. and for B.A. ,B.Com and P.G.
- Note down the phone numbers of the students in the attendance register.
- Sr. Melba will do the counseling of the students and the staff.
- Fund raising ways are to be found out.
- Invite people from different work places to cater guidance to the students.
- Encourage the to write more and more articles for the creative writing from the beginning.
- Regular tutorials to be maintained to help the weak students.
- Feedback of parents, students and all the stakeholder is to be taken twice a year.
- Evaluation of the results half yearly and final.
- Sports day at institutional level to be organized.
- Add-on courses like spoken English, spoken Sanskrit, cookery, flower arrangement, Rangoli etc. are to be continued more effectively.
- Library -orientation of the students to be done time to time and OPAC system in Introduce library
- Mentoring system for the students is very helpful and to be continued faithfully.
- Implant more solar panels in the college premises to save electricity.
- Enable SJSEP ( Saint Joseph`s Society Extension Program) to work more efficiently.
- One day workshop of research methodology at institutional level.

- Encourage students to make projects in their respective subjects.
- To put dustbins in different colors in the college premises and encourage student to throw trash into them.
- Organize more programs related to health issues, diet and importance of exercise in life.
- Hostel warden is to be appointed to carry on the hostel management.

Members of IQAC Cell.

1. Chairperson – Dr. Sr. Christina.
2. Coordinator- Dr. Meenakshi Agarwal
3. Member of the management- Dr. Sr. Melba Rodrigues
4. Dr. Anjali Mittal.
5. Dr. Mahima Sharma.
6. Dr. Shuchi Prakash.
7. Dr. Nimisha.
8. Dr. Vidushi Tyagi.
9. Mr. Ambuj Prakash ( Industrialist)
10. Dr. Moolchand Gupta (NGO)
11. Mr. George.
12. Mrs. Ranjana (alumni)
13. Ms. Namrata Chauhan